



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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<http://cao.lacounty.gov>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

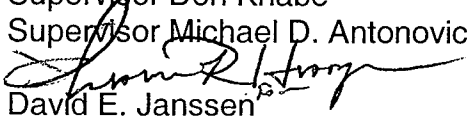
YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

April 17, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich
From: 
David E. Janssen
Chief Administrative Officer

**RECORDS AND ARCHIVES MANAGEMENT PROGRAM – QUARTERLY STATUS
REPORT (JANUARY - MARCH 2007)**

On February 18, 2003, your Board instructed my office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our January 25, 2007 quarterly status report, we have accomplished the following:

- Appointed an Assistant County Records and Archives Coordinator;
- Held a joint meeting of the Records and Archives Task Force and Records and Archives Coordinators for each County department to assess progress, address issues and questions and discuss next steps;
- Attended the Electronically-Stored Information training conducted by County Counsel;
- Provided briefing at the Administrative Deputies Network February Meeting as well as the Historical Landmarks and Records Commission held March 2, 2007. The Commission was fully briefed on the Records Program, including the County General Retention Schedule (GRS); they will provide input shortly.
- Continued to work with stakeholders to obtain input on the draft GRS. The GRS will be submitted shortly to County Counsel for clearance prior to submittal to your Board for approval; and

Each Supervisor
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- Prepared a draft solicitation document to secure the services of a consultant to assist with the overall development of the Records Management Program.

A summary status report on County departmental progress in completing the Inventory and Retention Schedules is attached.

The next quarterly report will be provided to your Board on or before July 18, 2007. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the Assistant County Records and Archives Coordinator, Mr. Kary L. Golden, at (213) 974-1319.

DEJ:MKZ
MLM:KLG:ib

Attachment

c: All Department Heads
Chair, Historical Landmarks and Records Commission

**Departmental Status Reports on Records and Archives Inventories
and Retention Schedules**

MILESTONE	DESCRIPTION	DEPARTMENT
Completed	Reflects departments which have completed their Inventory and Retention Schedules (I-R Schedules), and submitted the final signed versions to the CAO.	<ul style="list-style-type: none"> • Alternate Public Defender • Arts Commission • Museum of Art
CAO Final Review	Reflects departments which have submitted I-R Schedules for final review and approval.	<ul style="list-style-type: none"> • None pending
County Counsel Review	Reflects departments which have submitted their I-R Schedules for approval of code requirements.	<ul style="list-style-type: none"> • Community Development Commission
CAO Draft Review	Reflects departments which have completed their I-R Schedules and have submitted the complete draft for clearance.	<ul style="list-style-type: none"> • Assessor • Auditor-Controller • Chief Information Office • Child Support Services • Fire • Human Resources • Human Resources - Office of Public Safety • Internal Services • Museum of Natural History • Ombudsman • Parks and Recreation • Public Library • Public Works • Registrar-Recorder/County Clerk • Sheriff • Treasurer and Tax Collector
Schedules Underway	Reflects departments which are at various stages of preparing their draft I-R Schedules.	<ul style="list-style-type: none"> • Affirmative Action Compliance • Agricultural Commissioner/Weights and Measures • Animal Care and Control • Beaches and Harbors • Chief Administrative Office • Children and Family Services • Community and Senior Services • Consumer Affairs • Coroner • County Counsel • District Attorney • Executive Office, Board of Supervisors • Health Services • Human Relations Commission • Mental Health • Military and Veterans Affairs • Probation • Public Defender • Public Health • Public Social Services • Regional Planning